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~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer/OTR

DATE: 19 October 1955

FROM : Chief, Instructional Services Branch

SUBJECT: Weekly Activity Report No. 42  
12 - 18 October 1955I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

1. Catalog of Courses: Revisions, November 1955, All catalogs. The revised editions of the catalogs is now being processed at Printing and Services Division/LO. The Headquarters [ ] Catalogs will be printed concurrently. After consultation with the Chief, PSD/LO, ISB was informed that the estimated completion date would be mid-November. The layouts of the schedule of courses is being completed by VAS/ISB and will be processed separately.

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2. [ ] PPS, and C/ISB are continuing discussions relative to the bulk publication and printing of materials for student use. The current consideration deals with the uniformity of size and the format to be used in the publication of lesson plans and instructional materials for overseas shipment.

3. Instructors' Guide to Current References - the 17 October issue has been received from PSD/LO and has been distributed.

4. A short film of the proposed training site at [ ] originally shot by [ ] of the VAS staff during his TDY trip to the [ ] has been received by ISB. Approximately 200 feet of color film was exposed and developed. The film shows general landscape views of the [ ] The film is available for preview by interested OTR staff personnel, and arrangements may be made by contacting C/ISB/SS.

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5. One print of a short USIA film depicting PP activity [ ] has been reproduced for use in the Basic Orientation course. The English sound track has been completed and the composite print will be ready during the week of 24 October.

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25X1 6. The magnetic recordings of Spanish language track on several short training films is continuing under the direction of [ ] 25X1  
[ ] The recorded magnetic track for one film has been completed. Assistance for the project is being given by AAS/ISB.

25X1 7. The first visual draft (layout "dummy") of the Fifth Annual OTR Report has been prepared by the art staff of VAS and submitted to [ ] of the PPS for consideration and comment.

8. A request for 150 copies of The Strategy of Communist Infiltration was submitted by the Chief Instructor, CWC, Intelligence School. The material is being procured.

9. Bibliographies and Research:

a. Evasion and Escape--This bibliography is being initiated at the suggestion of the Librarian. It has come to our attention that there are no lists readily available which describe the physical controls of borders to prevent escape. Using the materials available in the OTR in the OTR collection, a brief list will be compiled noting particularly the controls cited by escapees. (The lack of such material came to our attention when RQM/OIS made a search throughout Agency sources. [ ] reported that the Lesson Plan materials and the entries in the GUIDE gave him the best materials available.) 25X1

b. Information on Reporting--Research has been conducted on materials dealing only with methods and techniques of newspaper reporting as defined in available publications. [ ] has ordered six books for use in connection with his program. 25X1

c. Germany--86 annotated titles of books and numerous periodical article titles have been made available for use by the instructor.

d. The liaison arrangements are continuing for the research problem dealing with information on [ ] RQM has been unable to provide information on the incidents in the area. Requestor: [ ] 25X1 25X1

10. Approximately 100 miscellaneous books presently retained in the OTR Library for use by LETS in the External Research Program should be transferred to 2129 I Bldg. in the near future, with the concurrence of C/LETS and C/ISB.

11. Library Policy: It has heretofore been the policy of the library to discard back issues of all our journals due to limitation of space. It is becoming more apparent that it is necessary for bibliographical purposes to retain the more important journals. During the coming year it may be necessary to set aside storage space in the library area for this purpose.

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12. Attendance at the language film program:

Russian	3 October 1955	<div data-bbox="979 325 1068 445"></div>
French	2 October 1955	
Portugese	12 October 1955	

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13. Training aids and slides completed by VAS during the week:

- a. BASIC/BOG—Miscellaneous cards and signs, total: 3
- b. LANGUAGE/Slavic—Processed through PSD/LO a total of 30, 3 1/4" x 4" lantern slides; processed a total of 8 charts, 200 copies each.
- c. OTR/A&E—Processed a total of 10 acetate overlays (IBM cards).

14. Personnel:

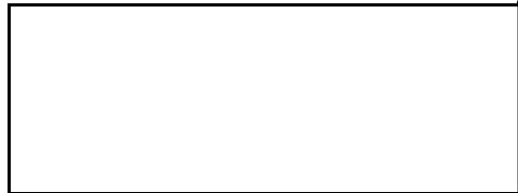
a.  of the Library Staff assisted in a course problem for the Administrative Support course.

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b.  is currently being instructed in library techniques by the Reference Branch/OCR, for her duties at  will receive additional training at LIB/ISB.

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